



STEPHANIE
RAWLINGS-BLAKE
MAYOR

CITY OF BALTIMORE

DEPARTMENT OF GENERAL SERVICES

Right-of-Way Section

Abel Wolman Municipal Building

200 Holliday Street Baltimore, Maryland 21201

DEVELOPER'S AGREEMENT

A Developer's Agreement is required for all work in the Public right of way or which will be maintained by the City including 4-inch or larger water services, water mains, developments which require 10 or more water supply services of any size, sanitary or storm drain extensions, conduit or road construction for private concerns.

The Developer's Agreement will describe the type of work and location where it will be done. The Developer will have all work to be constructed in the right of way designed to City standards. An approved estimate of the construction costs will be used to base a 100% performance bond or irrevocable letter of credit to remain as surety for one year after completion. An inspection fee equal to 9% of the surety will be assessed for costs incurred by the City. The Developer will also be responsible for acquiring all other necessary or required permits.

The City of Baltimore will not be liable for incorrectly sized services and meters, and will not assess adequate water supply. The City of Baltimore will make no representation as to the size of meter required for any application. Note that multistory buildings may require on site pumping.

Please note that the Developer, his engineer, or representative will be responsible for selecting the location desired for the fire flow test. The Developer shall be required to arrange for a new fire flow test in order to determine if there is an adequate water supply for their project. Previous fire flow tests shall be rejected, a new test is required. The engineer shall prepare a sketch of system configuration, hydrant location, and hydraulic zone and mail it along with the request for the fire flow test to Mr. Bob Suri, Ashburton Filtration Plant, 3001 Druid Park Drive, Baltimore, Maryland, 21215, Telephone No. 410-396-0239.

If any electrical changes are part of the project, design of the duct run must be included as part of the Developer's Agreement.

The Developer must prepare plans and submit them to the Right of Way Section whereby they will be circulated for review and comments from all necessary agencies.

Upon Approval of the plans by all agencies, the Developer's execution of the agreement, and the posting of the bond or letter of credit, the agreement will be submitted to the Board of Estimates for final execution. Our estimated time for execution of the agreement is a minimum of one month.

For the most part the approval time for the plans will be determined by the amount of time corrections or comments are addressed by the Developer's engineer. However, a minimum of three months should be anticipated for this entire process.

To begin this process you should make a request in writing to Mr. Paul D. Barnes, Supervisor, Right of Way Section, for any 4-inch or larger meter services, 10 or more water supply services of any size, water main extensions, fire hydrants and/or related water appurtenances, sewer line, storm drain, conduit or roads. For additional information, please contact Mr. David Framm at 410-396-3667.

PROCEDURES

1. Developer must verify through the Metered Accounts Division the service account numbers for all existing water services, and show them on the proposed construction plans.
2. Developer must request a fire flow test through Mr. Bob Suri, Ashburton Filtration Plant, 3001 Druid Park Drive, Baltimore, Maryland, 21215, Telephone No. 410-396-0239.
3. Developer must have the proposed construction within the right of way designed to City Standards by a Maryland Registered Professional Engineer. Developer would then submit under a cover letter to Mr. Paul D. Barnes, Supervisor, Right of Way Section, 204 Abel Wolman Municipal Building, Baltimore, MD 21202 a) a copy of the fire flow test results b) 30 copies of "Preliminary" plans and c) a non-refundable submittal fee in the amount of \$200
4. The Right of Way Section will assign a D.A. # and circulate the plans for review and comments.
5. The Right of Way Section will collect all comments and advise the Developer that they may pick up the "Preliminary" comments.
6. After Developer receives their "Preliminary" comments, they should then proceed to finalize their plans by working out conflicts with the individual agencies.

NOTE: It is the intention that the Developer will contact the Design Review Personnel (list provided) to work out their conflicts, prior to their semi-final submittal. If an easement is required the Developer should contact the Right of Way Section and have proper surveys performed and deed recorded.

7. Developer would then submit 30 copies of "Semi-Final" plans for review and comments, and a preliminary construction cost estimate for review and approval.
8. The Right of Way Section will then collect all comments and advise the Developer that they may pick-up the "Semi-Final" comments.

NOTE: Water Engineering Office comments will include an assigned CWO#, and a Drawing #.

9. Developer then submits original (Mylar) along with 3 paper sets of the plans.
10. If all comments have been addressed the Right of Way Section will then prepare six copies of the Developer's Agreement and forward them to the owner to be executed (signed and witnessed). The owner will then return the executed agreements along with six original Performance Bonds or one original Letter of Credit in the amount of the approved estimated construction cost.
11. The Right of Way Section will then concurrently route the plan(s) for signature, and begin the process of Board of Estimates execution of the agreements.

12. After the Agreement has received approval by the Board of Estimates and the original (Mylar) plans have been signed, and any easement properly recorded (when applicable), the copies of the executed agreement plans would be distributed.
 - a. Board of Estimates (1)
 - b. Utility Engineering Section/Water Engineering(1)
 - c. Bureau of Water and Wastewater/Construction Management Division (1)
 - d. Utility Billing(1)
 - e. Developer (1)
 - f. Right of Way Section (1)
 - g. Department of General Services/Construction Management Division (1)If needed.
13. Developer shall make application for his water services and/or main extension with the Meter Accounts Division. Metered Accounts Division will supply Developer with a “Cash Slip” in order to release the meter(s) and/or main installation will be required at this time.
14. After Developer has been given their approved plan agreement, they must then submit a project schedule to the Office of Permits or Utility Maintenance Division.*
15. After all of the previous steps have been followed, the Developer would then be given official notice to proceed by the Right of Way Section or Construction Management Division.*
16. Upon completion of the construction, an inspection must be made and the inspector must make written acceptance.
17. The Bond or Letter of Credit shall remain in effect for one year after the written acceptance. Following the one year warranty period, the Developer shall request the Right of Way Section have a final inspection performed. Only after the approval by the City inspector shall the surety be released. **

* The Bureau of Water and Wastewater will inspect water installations and the Department of General Services will inspect all other construction.

**** All plans will require AS-BUILT revisions prior to the release of the surety.**

All fees shall be made payable to the Director of Finance.

REQUIREMENTS

A. Design, Review, Execution of Agreement

1. Cover letter requesting Developer's Agreement
2. Preliminary plans - 30 sets
3. Submittal fee (\$200) (non-refundable)
4. Copy of fire flow test
5. Semi- Final Plans - 30 sets (if needed)
6. Preliminary construction estimate *****Material List shown on plans*****
7. If applicable - approved easements
8. Letter stating all conflicts have been addressed with one original (Mylar) copy of plans for approval routing.
9. Five copies of executed agreement with bond (5 originals) or letter of credit (1 original).

B. Pre-Construction

1. Pay City Fixed Fees
2. Meter applications meter costs
3. Construction schedule
4. Confirmation that the Contractors the Developer intends to utilize on the project are pre-qualified with Baltimore City.

C. Construction

1. Notification to Water and Wastewater Maintenance Division of at least 2 weeks prior to start-up of construction.
2. Notification to Water and Wastewater Maintenance of at least 3 working days prior to inspection of 4" and larger meter installations.
3. Notification to Water and Wastewater Maintenance of at least 7 working days prior to the need for any valve operations.
4. Notification to Water and Wastewater Maintenance of at least 5 working days prior to the setting of the thereby inspection of meters smaller than 4" in the yokes.
5. Notification to Office of Permits Inspection Section to arrange an initiation conference.

SCHEDULING

The following is a list of City agencies for the coordination of schedules, etc.

1. Routing status, review and design, agreement
Right of Way Section
Location: 200 N. Holliday St. Room 204 Abel Wolman Municipal Building
Telephone Number: 410-396-5023
Contact Person: Mr. Paul D. Barnes
2. Fire Flow Tests
Water Analysis Office
Location: 3001 Druid Park Drive
Telephone Number: 410-396-0239
Contact Person: Mr. Bob Suri
3. Utility Billing Section
Location: 200 N. Holliday St. Room 404 Abel Wolman Municipal Building
Telephone Number: 410-396-5533
Contact Person: Ms. Joanne Turner
4. Contractors Pre-qualifications
Baltimore Contractors Qualification Committee
Location: Room 634, Benton Building, 417 E. Fayette Street
Telephone Number: 410-396-6880
Contact Person: Mr. Robert MacLeod
5. Meter Pick-Ups
Location: 2331 N. Fulton Street
Telephone Number: 410-396-7870
Contact Person: Staff
6. Inspection - Water Mains/Meter Installations
Water and Wastewater Maintenance
Telephone Number: 410-396-1317
Contact Person: Mr. Thomas Pompa, Acting- Chief, Construction Management
7. Valve Operations
Water and Wastewater Maintenance
Location: 2331 N. Fulton Street
Telephone Number: 410-396-7807
Contact Person: Mr. Ron Brooks

DRAWING REQUIREMENTS

1. Drawing sizes shall be limited to our standard of 24"x 36".
2. An example of a blank plan sheet is supplied to show how the signature and record block should be shown.
3. All water plan drawings must contain:
 - a. Shutoff diagram
 - b. North arrow
 - c. Minimum three coordinate tic marks
 - d. All existing or proposed valves, reducers, hydrants and bends must be detailed or shown on the plans to be restrained back to the main.
 - e. Profiles based on City data (showing relation to other underground utilities).
 - f. Accurate standard plate numbers.
 - g. A sequence of construction with valves numbered on the shutoff diagram (if applicable).
 - h. Standard notes as shown on the blank plan sheet.
 - i. Developers name and address
 - j. Tax address (Ward , Section, Block ,and Lot(s))
 - k. Size of domestic meter and service size
 - l. Fire line size FM meter or Detector check meter, also if DC is to be a turbo or compound.
 - m. All abandoned meters size, service and meter number.
 - n. For all proposed multiple service(s) - a list of service type and size, meter size and address.
 - o. An assigned Developer's Agreement Number.
4. Utility Clearances for Water Work
 - a. Horizontal Clearances
 - i. When available, a minimum 5 foot horizontal clearance is requested between water facilities including appurtenances and other utilities; 3 foot clearances are required.
 - ii. Water mains installed parallel with sanitary sewer mains require a minimum 10-foot clearance unless waived by the State of Maryland.
 - iii. Service installations and all water appurtenances are required to have a minimum 5 –foot clearance from sanitary sewers and their appurtenances.
 - b. Vertical Clearances
 - i. A vertical clearance of 12 inches is requested between utilities; 6-inch clearances are required. 12-inch clearances are required on water mains larger than 12-inches in diameter and when crossing sanitary sewers.

DESIGN REVIEW CONTACTS

<u>AGENCY</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
Land Conveyance Office (Street Closing)	Mr. Paul Barnes	410-396-5023
Transportation Engineering and Construction Division		
Street Lighting	Mr. Suresh Bhatt	410-396-6946
Design Engineering	Mr. Alvaro Lozano	410-396-6946
Signal Engineering	Mr. Raj Sharma	443-984-2158
Traffic Engineering	Mr. Randall Scott	443-984-2150
Bridge Engineering	Mr. Greg Bauer	410-396-6935
Conduit Engineering	Mr. Richard Baker	410-396-6812
Transportation Maintenance Division	Mr. Richard Hooper	410-396-1686
Utility Engineering Section		
Water Engineering	Mr. Opinder Singh	410-396-1470
Wastewater Engineering	Mr. Wazir Qadri	410-396-3442
Storm Water Engineering	Mr. Azzam Ahmad	410-396-4700
Water and Wastewater Maintenance	Mr. James Patrick	410-396-7870
Utility Billing	Ms. Joann Turner	410-396-5533
Erosion and Sediment Control	Ms. Tracey Moffatt	410-396-0732
Baltimore Development Corp.	Ms. Diane Scott	410-779-3804
Verizon	Mr. Bill Blomeier	410-393-6370
Trigen Energy	Ms. Pamela Clark	410-649-2459
BGE	Mr. Kenneth Garvey	410-291-3094
Parking Authority	Mr. Stanford Leach	443-573-2800

EASEMENT

If an easement is required the developer/owner will be required to prepare and execute the City's standard Right-of-Way Agreement and descriptive plat for attachment. Easements are required in the event the proposed public utility will encroach on the private property of the developer/owner. The easement will assure the City an unencumbered right to access and maintain the proposed construction.

The developer/owner should contact the Right-of Way Section, 396-3667, to obtain an example of a recently approved easement plat, a copy of the standard agreement and any additional information or clarification.

RIGHT OF ENTRY AGREEMENTS

A Right of Entry Agreement is an optional agreement, which can be request by the Developer in order to allow construction to begin prior to Board of Estimates approval. Any Right of Entry Agreement is strictly at the pleasure of the Department of General Services. At minimum, the following items MUST be completed prior to the release of a Right of Entry:

1. Mylar plans fully approved.
2. Developer's Agreement fully executed with 6 Bonds or 1 Letter of Credit.
3. All fees submitted.

The fee for a Right of Entry is \$750.00.
Execution of a Right of Entry is not guaranteed.

METER PRICING FOR CONTRACT INSTALLATIONS

The meter prices for new applications effective July 1, 1995 are as follows:

<u>METER TYPE</u>	<u>PROPOSED PRICE</u>
5/8" meter	\$50.00
3/4" meter	\$60.00
1" meter	\$80.00
1 1/2" meter	\$220.00
2" meter	\$280.00
3" compound	\$1,100.00
4" compound	\$1,600.00
6" compound	\$2,800.00
4" MFM-MVR	\$3,700.00
6" MFM-MVR	\$5,100.00
8" MFM-MVR	\$7,700.00
10" MFM-MVR	\$12,975.00
12" MFM-MVR	\$13,500.00
4" detector check	\$675.00
6" detector check	\$930.00
8" detector check	\$1,430.00
10" detector check	\$2,720.00

STANDARD WATER NOTES

1. The Contractor must notify “Miss Utility” at 1-800-257-7777 at least five (5) days prior beginning work
2. Notify Water and Wastewater Maintenance Division (410-396-7870) at least two (2) weeks prior to start up of construction on the water service. For Sanitary, Conduit, Storm Water Services, contact the Permit Inspection Section (410-396-4840). The Contractor must receive written notice to proceed from Water and Wastewater Maintenance Division or the Permit Inspection Section prior to performing any work.
3. For meter installation, Contractor must notify Baltimore City, Bureau of Water and Wastewater (410-396-1663) 72 hours before starting work. Complete meter installation to be inspected by the Water and Wastewater Maintenance Division representative prior to placement of top slab.
4. The Contractor shall arrange to pick up Meter at the Department of Public Works Meter Shop on Franklintown Road.
5. All existing water valves shall be operated by Water and Wasterwater Maintenance Division forces only. Notfiy Mr. Ron Brooks (410-396-7807) at least seven (7) working days in advance of any necessary valve operations.
6. All work shall be done in accordance with the Public Works Developer’s Agreement and the City of Baltimore Book of Standards, City of Baltimore Manual of Design Procedure and Criteria
7. The Contractor shall observe extreme caution when working near or over existing water facilities.
8. All services must be flushed prior to setting meters.
9. Service must be capped and the completed service will be visually inspected for leaks.
10. All services to be abandoned must be abandoned at the mains and all meters must be returned to Baltimore City.
11. The Developer must verify through the Utility Billing Section (410-396-5533) the service account and meter numbers for all existing water services to remain or to be abandoned and shown on the proposed plans.

12. Meters are not permitted to be installed in the roadway or driveways.
13. Contractor must notify BGE (410-281-3507) at least two (2) days prior to construction.
14. Ductile Iron pipe shall be Class 54.
15. The Contractor shall notify the Bureau of Water and Wastewater, Meter Repair Shop (410-396-0170) at least one (1) week prior to pickup of meters.
16. Meters designated for a specific location or address shall not be relocated without the written permission of the Bureau of Water and Wastewater.
17. The proposed water service connection will be installed a minimum of five (5) feet from sanitary sewer house connection.
18. Standard buttresses for vertical bends and caps shall conform B.C. 837.06 and 837.22.
19. Contractor shall confirm invert elevations of existing water mains and all utility crossings prior to any new construction. Any deviation noted from test pit information will require red line revised plans approved by the Utility Engineering Section prior to any new construction.

STANDARD UTILITY NOTES

1. Street lighting cables and poles shall be protected and service maintained at all times. Contractor shall call BGE (410-281-3507) at least two (2) days prior to any excavation.
2. Conduit exists within the work area. Contractor shall use caution when excavating and installing the new utility. Contractor shall call Conduit Maintenance (410-396-1515) prior to starting work.

STANDARD HIGHWAY NOTES

1. All traffic control must be in accordance with the current edition of the Federal Highway M.U.T.C.D. and the Maryland S.H.A. work zone Traffic Control Standard and Typical. It is the responsibility of the Contractor to supply, install and maintain all traffic control equipment for the duration of this contract.
2. Pavement repair in (insert street name) shall be in accordance with (insert B.C Standard).
3. Disturbed curbs shall be repaired in-kind to the nearest joint.
4. Sidewalks shall be repaired joint-to-joint with 5 inches of Mix No. 2 concrete on 3inches of CR-6.
5. Contractor shall maintain a minimum four (4) foot wide pedestrian footway or implement an appropriate detour while actively working in the sidewalk.
6. All excavations and trenches shall be plated at the end of each workday and “Steel Plates Ahead” warning signs displayed in advance.
7. The Contractor must contact the Department of Transportation Staff. (410-396-6875) two (2) weeks prior to the start of construction and one (1) week prior to any changes to the Maintenance of Traffic (M.O.T.) plan.
8. The Contractor shall obtain permits for work within the Public Right of Way from the Department of General Services, Office of Permits. Application for permits are accepted at the Office of Permits,(410-396-4508 or 410-396-6865) in the Abel Wolman Municipal Building Lobby, 200 North Holliday Street. During Permit review the Contractor may be billed additional traffic inspection fees not related to previous costs.
9. No work or disruptions to traffic between the hours of 7am – 9am and 4pm – 6pm.

Additional notes may be required.

Engineer should consult the appropriate agency for further information.